



Variance Application

Code of Ordinances Appendix B, Sections 1140-1159

Step 1: Pre-Application meeting with City Staff

Meeting Date: _____

Office Use Only
Staff Initials _____

Step 2: Complete the application below

Application Date: _____

Please print the following information:

Applicant's Name: _____ Telephone: _____

Mailing Address: _____ Alt. Phone: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Owner's Name*: _____ Telephone: _____

Mailing Address: _____ Alt. Phone: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Surveyor/Engineer Name: _____ Telephone: _____

Mailing Address: _____ Alt. Phone: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Legal Description of Property:

Lots: _____ Block: _____ Subdivision: _____

Zoning on property: _____

Current Use: _____ Proposed Use: _____

Section of Code: _____

Purpose of Variance: _____

Office Use Only
[]
[]

The applicant will submit the following information with this application:

A. All required documents on the reverse side of this application

B. Application Fee

Fee: \$250.00

GIS: \$15.00

Total: \$265.00

(All checks payable to City of Marble Falls)

All information on the checklist of this application must be supplied in full at the time of submittal. If information is not submitted in full, the application will cease and all information will be given back to the applicant.

Owner Statement* (if applicant is not owner):

I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO THE FILING OF THIS VARIANCE APPLICATION.

Applicant's Signature

Owner's Signature (notarized)

Date

STATE OF TEXAS:

COUNTY OF BURNET:

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20_____.

Notary Public in and for the State of Texas

My Commission Expires On

*If there are multiple property owners participating in the application, please use the "Multiple Owners" supplemental sheet and attach all owner information and signatures.

Variance Application Checklist

- Tax Certificate** or deed showing Legal Owner
- Plat or Survey**, sealed by a licensed surveyor (survey required if the property is unplatted):
 - Four (4) copies of the subject area at 18" x 24"
 - One (1) copy at 11" x 17"
 - One (1) copy at 8.5" x 11"
 - One (1) digital copy
- Applicant attendance** at Planning and Zoning Commission and City Council meetings
- Statement.** A statement describing the nature and operating characteristics of the proposed use, including any data pertinent to the findings required for approval of the application. For uses involving public assembly or industrial processing or uses potentially generating high volumes of vehicular traffic, the City Manager may require specific information relative to the anticipated peak loads and peak use periods, relative to industrial processes and the ability of the use to meet performance standards or substantiating the adequacy of proposed parking, loading, and circulation facilities.
- Statement.** A statement of applicable special circumstances to the property that might constitute the granting of a variance.
- Plans:** Four (4) paper copies, 18" x 24", one (1) 11" x 17" copy, and one (1) digital copy of site plans, preliminary building elevations, preliminary improvement plans, and such additional maps and drawings, all sufficiently, dimensioned as required to illustrate the following:
 - The date, scale, north arrow, title, owner name, and name of person preparing the site plan
 - The location and dimensions of boundary lines, easements, and required yards and setbacks
 - Location, height, bulk, general appearance, and intended use of existing and proposed buildings on the site and the approximate location of existing buildings on abutting sites within fifty (50) feet
 - The location of watercourses and drainage features
 - The number of existing and proposed off-street parking and loading spaces and a calculation of applicable minimum parking requirements
 - The relationship of the site and proposed use to surrounding uses, including pedestrian and vehicular circulation, current uses of nearby parcels, and any proposed off-site improvements

Note:

The variance shall not constitute a grant of special privilege inconsistent with the limitations upon other identically zoned properties in the vicinity and in the district in which such property is situated.

Additional information other than what is listed here may be required for evaluation of the variance request.

Staff's Signature

Date